



TEACHER,  
HIGH SCHOOL - ARTS AND CRAFTS,  
CORRECTIONAL FACILITY (CF)  
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination are: **January - June and July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Qualifications Assessment

By mail to: or In person at:  
Department of Corrections and Rehabilitation  
Office of Workforce Planning and Selection  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545  
Department of Corrections and Rehabilitation  
Office of Workforce Planning and Selection  
1515 "S" Street, Room 100-S  
Sacramento, CA 95811-7243  
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

Qualifications Assessments are available at CDCR's website, [www.cdcr.ca.gov/Career\\_Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), or in person at the address listed above.

NOTE: Only Qualification Assessments with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Qualifications Assessments will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her Qualification Assessment.

TEST DATE Candidates who meet the "Minimum Qualifications" will have their Qualification Assessment rated.

SALARY RANGE(S) As of: March 18, 2013  
\$4,344.82 - \$ 9,101.22

MINIMUM QUALIFICATIONS All applicants must possess a valid California Teaching Credential issued by the California Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examination but must have on file with the California Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its equivalent is being processed or will be authorized.

No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission Teacher Credentialing requirements.

Possession of:

1. A Single Subject Credential in the Arts and Crafts area or
2. A Standard Secondary Credential with a major or minor in the Arts and Crafts area or
3. A General Secondary Credential with a major or minor in the Arts and Crafts area

**Special Requirements:** Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful physical, mental, and emotional situations encountered on the job without compromising their health and well being or that of their fellow employees or that of youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

MINIMUM QUALIFICATIONS CONTINUED

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with CDCR, Division of Juvenile Justice, Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **“No person who has been convicted of a violent or serious felony shall be employed by a school district.”**

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

A. Knowledge of:

1. Principles and methods of teaching.

2. Principles of educational psychology as applied to their teaching.

3. Current trends in educational methods.

4. Remedial teaching techniques and adapting instruction to student deficiencies.

5. Emotional problems of students at State correctional facilities.

B. Ability to:

1. Provide leadership and motivation to youthful offenders.

2. Teach and supervise youthful offenders.

3. Work effectively with other disciplines.

4. Gain the interest, respect, and cooperation of students.

5. Develop socially acceptable attitudes in students.

6. Communicate effectively.

7. Analyze situations accurately and take effective action.

8. In some positions, speak fluently one or more variations of a specified second language in addition to English.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Teacher, High School - Arts and Crafts, CF** helps youthful offenders committed to State correctional facilities in CDCR prepare to become productive and contributing members of society by instructing them in academic subjects, literacy skills, cultural diversity, career awareness and preparation, personal coping skills, and by helping them to develop socially acceptable attitudes and interests. A teacher gives both individual and group instruction according to the student’s written Individualized Education Program (IEP) and is expected to participate as a member of a Student Consultation Team (SCT) and/or an IEP team meeting when requested. Teacher tasks include: performing diagnostic and prescriptive planning; preparing courses for study and daily lesson plans; planning use of materials and equipment; counseling; helping students set and meet educational needs and goals; participating in program evaluation; administering achievement and interest tests; writing evaluations; monitoring and documenting student progress; recording and maintaining educational records; participating in student case conferences; participating in curricular development and revision; participating or conducting extracurricular programs; supervising teaching assistants or other class aides when assigned; and performing other related duties. Teachers are an integral part of the team concept. They may work as a member of an interdisciplinary treatment team that combines the services of staff in the custody, academic, vocational, psychiatric and casework areas. A teacher provides educational information which helps team members make better decisions to meet student treatment needs.

Position(s) exist within CDCR’s juvenile facilities statewide.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please call the Department of Corrections and Rehabilitation, Office of Workforce Planning and Selection at (916) 322-2545 for assistance.

VETERANS POINTS/ CAREER CREDITS

Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Qualifications Assessments are available at** CDCR’s website, [www.cdcr.ca.gov/Career\\_Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), or in person between the hours of 8:00 am and 5:00 pm at 1515 “S” Street, Room 100-S, Sacramento, CA 95811.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** and **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](http://www.jobs.ca.gov/VeteransInformation) which is available at the California Department of Human Resources’ website, [www.jobs.ca.gov/VeteransInformation](http://www.jobs.ca.gov/VeteransInformation) or the California Department of Human Resources at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at: <http://www.calvet.ca.gov/Resources/Default.aspx>.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**